



**Tony Evers, Governor**  
**Dawn Crim, Secretary**

June 4, 2021

Cassie Smith, Clerk  
Village of Pewaukee  
235 Hickory Street  
Pewaukee, WI 53072  
[csmith@villageofpewaukee.com](mailto:csmith@villageofpewaukee.com)

**VIA EMAIL**

Re: Village of Pewaukee Jurisdiction Request for Commercial Electrical Permitting and Inspecting

Dear Cassie Smith,

I am pleased to inform you that your municipality has met all the requirements under the provisions of Wisconsin Administrative Code § SPS 316.011(1) to exercise jurisdiction over the inspection of electrical wiring installations at farms, public buildings, places of employment, campgrounds, manufactured home communities, public marinas, piers, docks, or wharves and recreational vehicle parks.

Pursuant to Wis. Stat. §§ 101.02 (5) and (15) and 101.82 (2m), the Department delegates your municipality the primary responsibility to perform commercial electrical permitting and inspecting for all installations under Wis. Admin. Code § SPS 316.012(1)(a) to be constructed within the limits of your municipality. An exception to this delegation is that our agency retains jurisdiction for permitting and inspecting for all state-owned buildings pursuant to Wis. Stat. § 13.48(13).

As a condition of the delegation, you are required to comply with the following:

- Maintain your municipality's registration as an inspection agency.
- Provide the Department with a copy of any revisions to your municipality's electrical ordinance.
- Employ or contract with certified commercial electrical inspectors or independent inspection agencies.
- Provide the Department with any changes to the names of its certified commercial electrical inspectors and independent inspection agencies employed or contracted by the municipality.

Please note the following items to be addressed in your Village ordinance:

- §14.100 contains references to ILHR and COMM chapters within the Wisconsin Administrative Code. There reference of ILHR refers to Wis. Stat. for Industry, Labor, and Human Relations, and the reference of COMM relates to the Department of Commerce. These references no longer exist. Please update your references to adopt the proper SPS codes, relating to the Department of Safety and Professional Services.
- §14.117 specifies permit expiration requirements. Per [Wis. Admin. Code § SPS 316.012\(3\)\(b\)](#), an electrical permit shall expire 12 months after issuance if installation of the electrical wiring has not commenced.

The Department's records indicate that the Village of Pewaukee is currently exercising permitting and inspection jurisdiction over one- and two-family dwelling units (UDC). Please note the following items in your ordinance conflict with Wis. Admin. Code § SPS 320-325.

- In accordance with [Wis. Admin. Code § SPS 327.06\(1\)\(a\)2](#), a municipality exercising UDC delegation must also adopt and enforce Wis. Admin. Code § SPS 327, Camping Units.
- §14.117 specifies permit expiration requirements. Per [Wis. Admin. Code § SPS 320.09\(9\)\(a\)5](#), a permit under the UDC shall expire 24 months after issuance if the dwelling exterior has not been completed.
- §14.119 specifies requirements for revoking a permit and stopping construction. The municipality may only suspend or revoke a UDC permit under with the conditions of [Wis. Admin. Code §§ SPS 320.11\(1\)\(a\)](#) and [320.10\(4\)\(b\)2](#).

If your municipality decides to relinquish jurisdiction, please follow the provisions of Wis. Admin. Code § SPS 316.011(1)(c) by providing the Department with a 60-day notice prior to the day upon which your municipality intends to relinquish jurisdiction.

I understand that Charlie Dwyer with the City of Pewaukee will be the commercial electrical inspector responsible for enforcement and has the proper certification to do so.

Our electrical consultant for your area, Anthony Tadysak, at (262) 895-9078, is available to assist in any questions or concerns your municipality may have with implementing commercial permitting and inspecting services.

The Division of Industry Services looks forward to working with you.

Sincerely,

A handwritten signature in blue ink that reads "Michael D. McNally Jr." in a cursive script.

Michael D. McNally Jr.  
Section Chief, Electrical Program and UDC Program

cc: Garry Krause, Bureau Director, Technical Services Bureau  
Electrical Program Staff, Technical Services Bureau  
Benjamin Kikanovic, BTS Inspections  
Shawn Olson, City of Pewaukee